

OverDrive Tutorial #16

Download digital audiobooks anytime and then transfer to your portable device! Browse the library and add audiobooks to your cart. When you're ready, you can check out your items using the simple Online process.

System Requirements

- Before you begin searching for AudioBooks, you have to download the “OverDrive Media Console” and any other device you will need to transfer the AudioBook to your portable device (Example: If you are going to use your iPod to listen to the audiobook, you must download OverDrive Media Console and iTunes)
- You must find AudioBooks that are compatible with your device. When you are doing a search, each title will have:

Release date: Mar 23, 2007



This AudioBook cannot be played on
Mac or MP3. Always check the formats it
can be transferred to before downloading

- Go to the “OverDrive Help” section of the website to make sure that your computer and portable device is compatible

Finding OverDrive Online

- (1) Go to www.ngpl.ca
- (2) Left click on “Online Resources”
- (3) Left click on “Databases & Research”
- (4) From a list of databases choose “OverDrive AudioBook Digital Library”

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Note: To access OverDrive, you must get your User ID and pin from a staff member

Finding AudioBooks in OverDrive

When you find a book that you can download, you will be brought to either one of these options:

- **Place a Hold:** Means that you cannot download the AudioBook at the moment because it is already taken out. If you wish to be notified when the copy is available, simply:
 - (1) Left click on “place a hold”
 - (2) Choose the associated library branch
 - (3) Type in your user id & pin
 - (4) This will bring you back to “My Holds” where you will be asked to type in your email address

My Holds


To join the Holds for the title listed below, please enter a valid email address that can be used to notify you when the title becomes available for check out.

Title:	2012: The War for Souls
Creator:	Whitley Strieber
Format:	OverDrive MP3 Audiobook
Email address:	<input type="text" value="johndoe@hotmail.com"/>
Confirm Email address:	<input type="text" value="johndoe@hotmail.com"/>
<input type="button" value="Place a hold"/>	

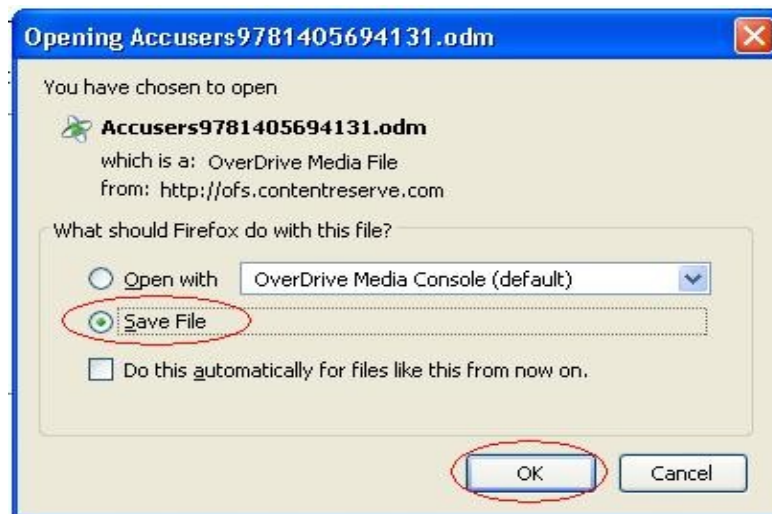
- **Add to Cart:** Means that you will be able to download the AudioBook right away. If you wish to download the Audiobook you must:
 - (1) Left click on “add to cart”
 - (2) In “My Cart,” left click on “Proceed to Checkout”
 - (3) The “Check Out” page will appear. From the dropdown, left click on the lending period of either 7 or 14 days
 - (4) To continue, left click on “confirm check out”
 - (5) The “download” page will appear and left click on “download” to continue

Download

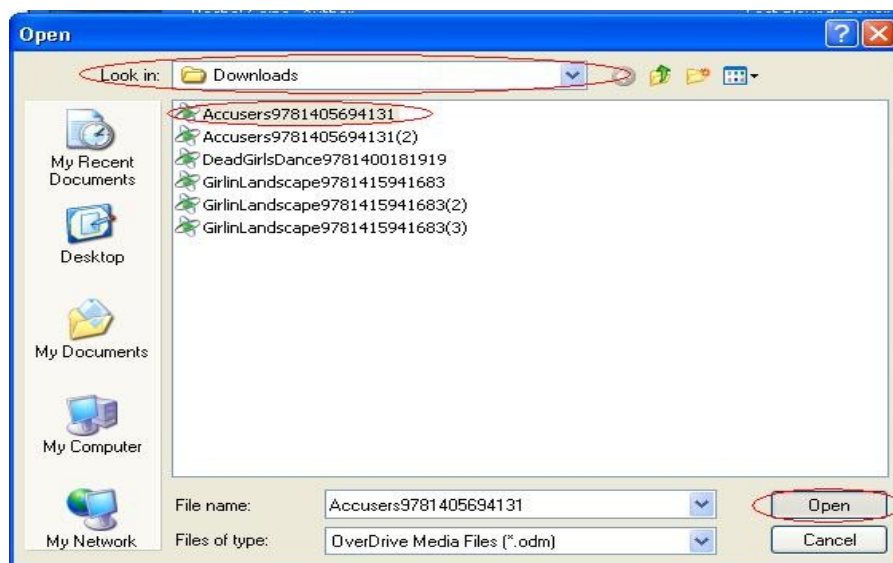
The following title(s) are now available for download:

	The Accusers	Checked out on: Nov 05, 2009
	Marcus Didius Falco Mystery Series, Book 15	Expires on: Nov 12, 2009
	by Lindsey Davis	
	OverDrive WMA Audiobook (144340 kb)	
	Click here to download the software needed to use this OverDrive WMA Audiobook title.	
<input type="button" value="Download"/>		

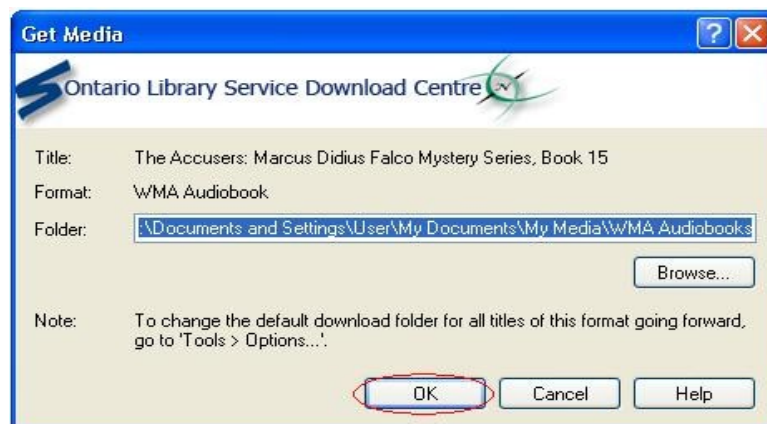
- (6) A page will come up asking you to choose desired file location. Then, left click on “Save File” and “OK”



- (7) Open OverDrive Media Console
- (8) Left click on “file”
- (9) Left click on “open”
- (10) Find the location of the AudioBook. Left click on the file and left click on “open”

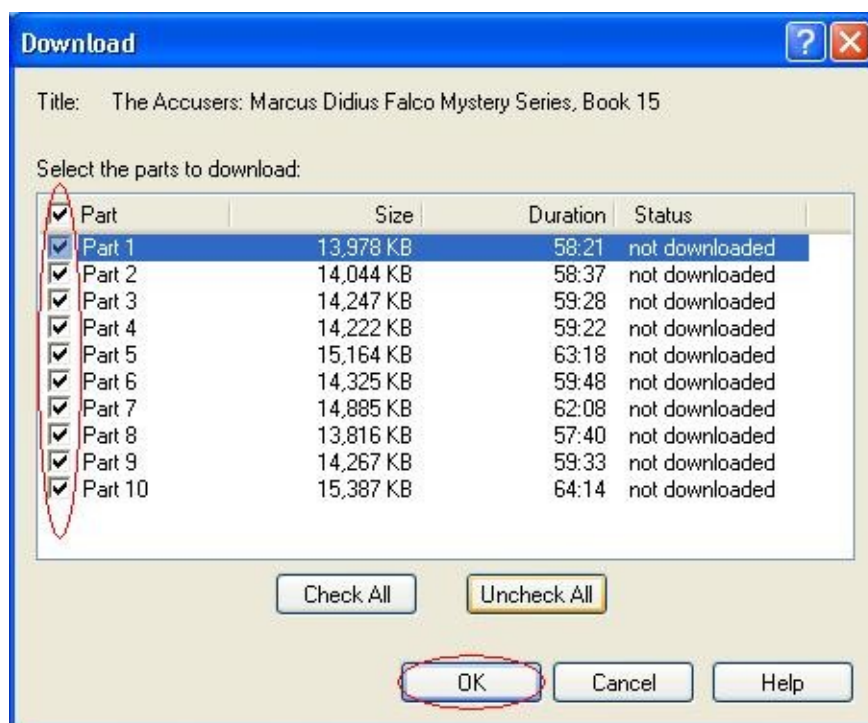


- (11) The “Ontario Library Service Download Centre” will appear. To continue, left click on “OK”



- (12) The “Download” page will open and will ask you which chapters you wish to begin downloading. By Left clicking on “Uncheck All” and left click in the boxes beside the parts, you will be able to choose specific chapters to download

Note: If you have a dial up connection, it is best not to download many chapters at once because it takes a long time to download.



- (13) To Continue, left click “OK”
- (14) Once the download is complete, the file can be opened through the Media Library. Double click on the AudioBook icon and you can listen to it through your computer

Account Information

You are also provided with an account overview. This allows you to go back even to previously downloaded items. To get to your account simply:

- (1) Sign into OverDrive
- (2) Left click on “My Account”

My Account

Select from the following links to manage your Account:

- My Cart** - Displays the title(s) that are in your Cart awaiting checkout
- Lending Periods** - Set a personalized default lending period for titles available at this site, format-by-format
- My Items Out** - Displays download links for title(s) currently checked out
- My Holds** - Displays the title(s) for which you are currently waiting
- Wish List** - Displays the title(s) on your wish list
- Rated Titles** - Displays the title(s) you have rated, and allows you to change ratings